



**State of Oklahoma
Oklahoma State Department of Health
Purchasing**

Solicitation

Solicitation #: 3400001361

Solicitation Issue Date: 05/28/15

Brief Description of Requirement:

Routine calibration (annual), maintenance and repair of Health Dept equipment. Vendor shall provide routine maintenance and repair for the equipment referred to in this Request For Quote.

Date for Questions: June 4, 2015 Questions and answer will be posted in the form of an amendment no later than June 9, 2015.

Please remember that you need to sign and Attach any amendments posted in relation to this Request for Quote.

Closing: June 18, 2015 at 3pm CDT

Response Due Date¹: 6/18/15

Time: 3:00 PM. CDT

Issued By and RETURN SEALED BID TO²:

Agency Name: Oklahoma State Department of Health

- U.S. Postal Delivery: 1000 NE 10th Street, Oklahoma City, Ok 73117-1299
- Carrier Delivery: 1000 NE 10th Street, Oklahoma City, Ok 73117-1299

Solicitation Type (type "X" at one below):

- Invitation to Bid
- Request for Proposal
- Request for Quote

1. Shipping Location: 1000 NE 10th Street, Oklahoma City, Ok 73117-1299

2. Contracting Officer:

Name: Ruby Sherwan
Phone: 405-271-4043
Email: rubys@health.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery", use "Carrier Delivery" for courier or personal deliveries



State of Oklahoma
Oklahoma State Department of Health
Purchasing

Responding Bidder Information

"Certification for Competitive Bid and Contract" (see page 3) **MUST** be submitted along with the response to the Solicitation.

1. **RE: Solicitation #** 3400001361

2. **Bidder General Information:**

FEI / SSN : _____ VEN ID: _____
 Company Name: _____

3. **Bidder Contact Information:**

Address: _____
 City: _____ State: _____ Zip Code: _____
 Contact Name: _____
 Contact Title: _____
 Phone #: _____ FAX#: _____
 Email: _____ Website: _____

4. **Oklahoma Sales Tax Permit³** (type "X" at one below):

- YES – Permit #: _____
- NO – Exempt pursuant to Oklahoma Laws or Rules

5. **Registration with the Oklahoma Secretary of State** (type "X" at one below):

- YES - Filing Number: _____
- NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. **Workers' Compensation Insurance Coverage:**

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act (type "X" at one below):

- YES – include a certificate of insurance with the bid
- NO - attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)⁴

Authorized Signature	Date
Printed Name	Title

³ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <http://www.tax.ok.gov/faq/fagbussales.html>
⁴ For frequently asked questions concerning workers' compensation insurance, see <http://www.ok.gov/oid/fags.html#c221>



**State of Oklahoma
Oklahoma State Department of Health
Purchasing**

**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Solicitation or Purchase Order #: 3400001361

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any efforts or offers with state agency or political subdivision officials or others to create a sole brand acquisition or a sole source acquisition in contradiction to 74 O.S. 85.45j.1.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

the competitive bid attached herewith and contract, if awarded to said supplier;

OR

the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.3. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.4. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.5. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the procuring agency in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The procuring agency must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.
- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the procuring agency.
- A.3.3. It is the Bidder's responsibility to check frequently for any possible amendments that may be issued. The procuring agency is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the procuring agency with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST

APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the _____ Oklahoma State Department of Health Purchasing _____ located at _____ 1000 NE 10th Street, Oklahoma City, Ok _____ at the time and date specified in the solicitation as the Response Due Date and

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the procuring agency after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the procuring agency, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in order of preference:
 - A.9.2.1. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.2. Solicitation, as amended (if applicable); and
 - A.9.2.3. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalent

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Contracting Officer specified in the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review to the State prior to the closing date.

A.13. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 580:16-7-32.

A.14. Award of Contract

- A.14.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.14.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.14.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.15. Contract Modification

- A.15.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Contract Modification, signed by the State Purchasing Director.
- A.15.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the procuring agency in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Contract Modifications, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.16. Delivery, Inspection and Acceptance

- A.16.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The bidder(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility

for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

- A.16.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the procuring agency.

A.17. Invoicing and Payment

A.17.1. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.

A.17.2. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. §34.71 and 62 O.S. §34.72.

A.18. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.19. Audit and Records Clause

A.19.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.

A.19.2. The successful bidder(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.20. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.21. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.22. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.23. Termination for Cause

A.23.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the procuring agency. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.

A.23.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.

A.23.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.24. Termination for Convenience

A.24.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines

that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.

A.24.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.25. Insurance

The successful bidder(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the procuring agency with evidence of such insurance and renewals.

A.26. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.27. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S. §1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.28. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.29. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.



SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
3400001361	03/26/2015	Ruby Sherwan	1
Payment Terms	DateTime Quote Open	Closing	
0 Days	05/28/2015 08:55 AM	06/15/2015 03:00 PM	

Requisition Number Reference: From Req ID - 3400017287

Ship To: OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
1	85161502 / 1000010430 SERVICE: Audiometer Maintenance and Repair	1	EA		

Routine calibration (annual), maintenance and repair of Health Dept equipment. Vendor shall provide routine maintenance and repair for the following equipment:

Agreement period: 7/1/2015 - 6/30/2016. The initial contract period shall be for one (1) year 7/1/2015-6/30/2016. The contract may be renewed, at the same terms and conditions, for up to two (2) additional one-year periods.

Cost per calibration:

150 Single channel audiometers
Year 1: \$
Year 2: \$
Year 3: \$

30 Single channel audiometer/tympanometers
Year 1: \$
Year 2: \$
Year 3: \$

140 Screening tympanometers
Year 1: \$
Year 2: \$
Year 3: \$

10 Diagnostic clinic audiometers
Year 1: \$
Year 2: \$
Year 3: \$

10 Diagnostic clinical tympanometers
Year 1: \$
Year 2: \$
Year 3: \$

10 Acoustical booths
Year 1: \$
Year 2: \$
Year 3: \$

30 GSI-Corti OAE Screeners
Year 1: \$
Year 2: \$
Year 3: \$

50 GSI-70/WA AudioPath OAE screeners
Year 1: \$
Year 2: \$
Year 3: \$

5 Clinical ABR systems
Year 1: \$
Year 2: \$

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

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1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Year 3: \$

20 GSI AUDIOscreeener + OAE/ABR screeners

Year 1: \$
Year 2: \$
Year 3: \$

Parts and labor for repair at 100 hours labor (estimated)

Year 1: \$
Year 2: \$
Year 3: \$

Parts: Manufacturer's list less ___% Discount as required with notification and approval

Year 1: ___%
Year 2: ___%
Year 3: ___%

Basic labor per hour

Year 1: \$
Year 2: \$
Year 3: \$

Additional labor per hour over and above contract requirements

Year 1: \$
Year 2: \$
Year 3: \$

Freight Terms: FOB DEST

Ship Via: COMMON

Lead Time: _____

Supplier Remarks:

COMMENTS:
THIS IS AN "ALL OR NONE" BID

The Oklahoma Constitution prohibits the inclusion of clauses in any State contract which limit the liability of the vendor. Bids containing a Limitation of Liability clause may be rejected as non-responsive.

This bid will be awarded lowest and best.

This solicitation, along with resultant Purchase Order, constitute the entire agreement. No additional agreements will be signed.

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
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SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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B.1 PURPOSE:

The Oklahoma State Department of Health (OSDH) diagnostic and screening audiometric equipment is used to assess and screen hearing of health department clients. Each of these devices must be calibrated to a national standard and meet manufacturers' specifications annually to be certain that results obtained using the equipment accurately reflect the true hearing status of the individuals tested. The requested contract provides a means to have this equipment serviced and calibrated.

B.2 AGREEMENT PERIOD:

Agreement Period: 7/1/2015 - 6/30/2016 The initial contract period shall be for one (1) year (7/1/2015 - 6/30/2016).

The contract may be renewed, at the same terms and conditions, for up to two (2) additional one-year periods.

B.3 SPECIFICATIONS:

B.3.1 Current Equipment Specifications

Single channel audiometers are predominately Beltone models. Screening tympanometers are GSI, Earscan and Teledyne models. See Attachment A for a complete equipment listing. This list may be modified during the contract period (equipment added or deleted) as necessary.

B.3.2 Routine (Annual) Maintenance and Repair

Routine maintenance shall include an exhaustive annual acoustical/electrical calibration to assure instrumentation continues to meet manufacturer's specifications. Cleaning and lubrication of all mechanical parts, and replacement of minor parts as needed (such as earphone cords, earphone cushions, attenuator wiper arms, small printer pinion gear on screening middle-ear analyzers, miscellaneous nuts, bolts, screws and fasteners) power cords, all resistors and jumper wires necessary for sound pressure level calibration and all capacitors necessary to calibrate frequency at no additional charge. Individual documentation of acoustical/electrical calibration shall be supplied for each instrument, and shall be provided to the identified contract monitor at the time the equipment is returned.

Routine maintenance shall include the following:

1. A detailed and thorough listening test.
2. Removal of unit from case/chassis.
3. Visual inspection of all mechanical switches/ controls, jacks, plugs, connectors, etc.
4. Cleaning of mechanical switches/controls, jacks, plugs, connectors, etc.
5. Tightening of all hardware which may have become loose or is not properly secured.
6. General cleaning of interior and exterior.
7. Installation of standard maintenance parts, i.e. earphones, earphone cords, earphone cushions, attenuators, attenuator wiper arms, resistors and capacitors for calibration of SPLs and frequencies, printer pinion gears, misc nuts, bolts, screws and fasteners.
8. Calibration and certification to American National Standards Institute (ANSI) specifications which instrument was mfg.
9. Provide written calibration data for frequency; SPL error and distortion of all frequencies available including speech circuits for each earphone; attenuator linearity; on/off ratio; crosstalk; overshoot; pulse period; pulse width; rise time; and decay time at a minimum for each instrument serviced.
10. Upon completion of calibration a label shall be affixed upon the equipment indicating date of calibration and the date the next calibration is due to be performed.

Supplier shall pick up and return portable equipment to the OSDH central office in Oklahoma City during regular working hours and in a timely manner. OSDH regular working hours are between 8 a.m. and 5 p.m. on weekdays. The maximum time lapse between the request for pick-up of equipment and the actual pick-up by the supplier shall be no more than 5 working days. Equipment requiring only routine maintenance and calibration shall be repaired and returned to the OSDH within 5 working days of the receipt of repair parts.

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature



SOLICITATION REQUEST

Request for Quote

Request for Proposal

Request for Bid

Dispatch via Print

Department of Health
OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
340001361	03/26/2015	Ruby Sherwan	4
Payment Terms	DateTime Quote Open	Closing	
0 Days	05/28/2015 08:55 AM	06/15/2015 03:00 PM	

Requisition Number Reference: From Req ID - 3400017287

Ship To: OKLAHOMA STATE DEPT OF HEALTH
SHIPPING & RECEIVING
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
ACCOUNTS PAYABLE
1000 NE 10TH ST
OKLAHOMA CITY OK 731171299

Supplier: NAME _____
Address: _____
Address: _____
City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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Diagnostic clinical audiometers and clinical impedance bridges which have limited portability and cannot easily be transported to the OSDH, will be calibrated and/or repaired by the supplier at the site where the equipment is located. The scheduling of maintenance and/or repair of clinical instruments shall be coordinated through the Newborn Hearing Screening Program (NHSP) Coordinator or his/her designee prior to the initiation of the work. In the case that equipment cannot be calibrated onsite the NHSP Coordinator will be notified that repairs will be completed elsewhere. In addition to the clinical instruments, each Sound Field System shall be calibrated and certified as per the manufacturer's recommendations. An Octave Band Noise Analysis will be performed on the back-ground noise level in each sound booth. Documentation of acoustical/electrical calibration shall be supplied to OSDH for each clinical unit. Also, a label indicating the date of calibration and the date the next calibration is due shall be affixed to each clinical unit. Attachment A indicates the portability and location of individual pieces of equipment. The list of equipment and locations may be modified during the contract period as necessary.

Replacement parts shall be provided as necessary for all models in inventory at manufacturer's list price less 5.0%. If replacement parts and labor exceeds \$100.00 per unit, written authorization must be obtained prior to installation of parts from the Audiology Coordinator or designee.

When repairs above and beyond the scope of routine maintenance or on-site routine maintenance are necessary to restore instrument to manufacturer's specifications, labor shall be provided at \$_____ per hour. If over \$100.00 per unit, written authorization must be obtained prior to initiation of repair work from the Audiology Coordinator or designee.

B.3.4 Test Equipment Calibration and Service Personnel

All equipment used to perform calibration shall be ANSI S1.4-1983 (R2006) Type I Sound Level Meters certified precision equipment. This test equipment must be calibrated and certified in 12 month intervals by the manufacturer and such calibration is traceable to the National Bureau of Standards.

Documentation of equipment calibration showing compliance with this specification shall be submitted with the bid response and subsequently made available to the OSDH upon request following contract award.

Upon request, the Supplier must be able to document factory authorized training or its equivalent in servicing and calibrating audiometric equipment.

B.4 Cost

ALL COSTS associated with performance of the contract shall be included in the bid price. OSDH shall not pay an additional charge for postage, shipping, or travel for service and/or repair of equipment.

B.5 Sound Booths

In certain instances, this contract may include costs for moving one of the sound booths within a site or to a new site. This process entails disassembly, cleaning, moving and reassembly. Parts including fasteners, caulking and paint will be supplied by the vendor. A written estimate of the charges to accomplish the move must be presented to the Audiology Coordinator. Approval to perform the work will be authorized in writing by the Coordinator or designee.

B.6 Invoices

Billing shall be at the end of the month in which services are rendered. A certificate of calibration with actual readings shall be submitted to OSDH as documentation of calibration. No payment will be authorized if the equipment and/or proper appropriate documentation have not been received.

This contract shall be considered to be in force until the expiration date or until 30 after notice has been given by either party of its desire to terminate the contract.

This contract is for an indefinite quantity and the State may, or may not buy the quantity mentioned in

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Authorized Signature



SOLICITATION REQUEST

 Request for Quote Request for Proposal Request for Bid**Dispatch via Print**

Department of Health
 OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Request Quote ID.	Date	Buyer	Page
3400001361	03/26/2015	Ruby Sherwan	5
Payment Terms	DateTime Quote Open	Closing	
0 Days	05/28/2015 08:55 AM	06/15/2015 03:00 PM	

Requisition Number Reference: From Req ID - 3400017287

Ship To: OKLAHOMA STATE DEPT OF HEALTH
 SHIPPING & RECEIVING
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Bill To: OKLAHOMA STATE DEPT OF HEALTH
 ACCOUNTS PAYABLE
 1000 NE 10TH ST
 OKLAHOMA CITY OK 731171299

Supplier: NAME _____
 Address: _____
 Address: _____
 City: _____ ST: _____ ZIP: _____

Supplier Responses

Line	Cat CD / Item # - Descr	Qty.	UOM	Unit Cost	Ext. Cost
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this contract. Vendor must clear all shipments with agency prior to shipping any portion of this contract.

Invoicing Information: Contact Accounts Payable (405) 271-4042.

To be billed in arrears

TAX EXEMPT STATEMENT
 FEI: 736 017 987

This entity of the government is exempt from payment of state/local sales tax pursuant to Title 68 O.S. 205 Supp., Section 1356(1) which we quote in part: ζ There are hereby specifically exempted from the tax levied by section 1350 et seq. of this title: Sale of tangible personal property or services to the United States government or to the State of Oklahoma, any political subdivision of this state or any agency of a political subdivision of this state ζ Pursuant to Title 68 O.S.2001, Section 1404, any purchase exempt from sales tax is also exempt from use tax. ζ

ORAL AGREEMENTS: No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the contract. All modifications to the contract must be made in writing by the Oklahoma State Department of Health.

DEBARMENT/SUSPENSION: IAW 31 USCA 6101, Executive Order 12549, the contractor certifies that they are not presently or have not in the last three (3) years been debarred, suspended or proposed for debarment, declared ineligible by any federal department or agency, or convicted of a fraud-related crime.

All deliveries - F.O.B. Destination. Destination shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for good until accepted at the receiving point in good condition. Title and risk of loss or damaged to all items shall be responsibility of the contract supplier until accepted by the ordering agency. Contractors shall be responsible for filing, processing, and collecting all damage claims.

NET 30-DAY CLAUSE

PAYMENT DUE NET 30 BUT INTEREST CAN NOT BE CHARGED UNTIL 45 DAYS FROM RECEIPT OF VALID INVOICE IN ACCORDANCE WITH OKLAHOMA STATE STATUTES.

Purchase order number must appear on all invoices. If vendor fails to provide purchase order number, it may result in the delayed payment of the invoice.

Venue: the laws of Oklahoma govern all contracts with the State of Oklahoma. Venue for any action or claim shall be Oklahoma County, Oklahoma.

This Purchase Order is not valid unless signed by an authorized buyer of the Oklahoma State Department of Health.

Vendor acknowledges, by receipt of this instrument, document or communication, that any agreement entered into or executed by the parties is subject to the provisions of the Oklahoma Central Purchasing Act, 74 O.S. § 85.1, et seq.

Payment of goods and services by a state agency shall be made only after products have been provided or services rendered. (Reference: Oklahoma Statutes Title 74 section 85.44B.)

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Authorized Signature



**State of Oklahoma
Office of Management and Enterprise Services
Vendor Maintenance**

Vendor/Payee Form

The State of Oklahoma requires the following information for all new vendors (payees) before any payments can be processed. This information is used to establish you in the State of Oklahoma PeopleSoft vendor file for payment and purchase activities.

- Use this form if adding or updating information for a State of Oklahoma Vendor Payee requiring a PeopleSoft Vendor Identification Number.
- Do not use this form for Vendors receiving garnishment payments. Please use OMES Form OSF_GARNVEND located at: http://www.ok.gov/OSF/documents/osf_garnvend.pdf.
- Do not use this form for State employee reimbursement vendor requests. Please use OMES Form Add/Changes for Employees/Board Members located at: http://www.ok.gov/OSF/documents/ap_emp_vend.pdf.
- Vendors pending contract award to a solicitation released by the Central Purchasing Division or other Oklahoma state agency **MUST** register online with the state unless exempt per statute. Please refer to Central Purchasing Vendor Registration for additional information located at: http://www.ok.gov/DCS/Central_Purchasing/Vendor_Registration/index.html.

AGENCY SECTION (To be completed by State Agency Representative): **State Agency should E-mail completed and signed form to vendor.form@omes.ok.gov or Fax to (405) 522-3663.**

New Vendor **Registered:** Yes No Exempt Explain: _____

Change Address/Location **Address #** _____ **Location #** _____

Change Name **Add New Address**

Change Tax ID # **Other** **Explain:** _____

Agency Name _____

Contact Name Ruby Sherwan Phone #: 405-271-4043 Email: rubys@health.ok.gov

1099 Reportable Status

Add: 1 - Rents 2 - Royalties 3 - Prizes & Awards

Remove: 6 - Medical & Health Care 7 - Non-Employee Compensation 10 - Crop Insurance Proceeds

14 - Gross Proceeds to an Attorney

PeopleSoft (Oracle) 10-digit Vendor #: _____

Attention Paying Agency: Please check the **Add** box on the left if payments to this vendor/Payee are represented by Account Codes listed on page 3 of this form. If the vendor is incorrectly showing as 1099 Reportable, check the **Remove** box. The PeopleSoft system requires specific details regarding the type of transaction. Please check the box that applies to this vendor:

VENDOR/PAYEE SECTION (To be completed by Vendor/Payee)
Please print legibly or type this information. Complete and email or fax to requesting State Agency

Name (IRS Legal Name for Business, Individual, or Government Entity) _____ Phone # _____ Fax # _____

Name (Doing Business As Name "DBA" if different than above) _____ Phone # _____ Fax # _____

Tax Identification Number (TIN) and Type: _____ Federal Employer ID (FEIN) Social Security Number (SSN)

Business Address: (To be used for 1099 Reporting)

(PO Box or Street, City, State, 9-Digit Zip Required) _____ **EFT Payment Notification E-mail** _____

_____ **EFT Payment Notification E-mail** _____

Optional Addresses – select address type as applicable:

Mailing Pricing Ordering Invoicing Remitting Returning

_____ Phone # _____ Fax # _____

(PO Box or Street, City, State, 9-Digit Zip Required) _____ E-mail Address _____

Contact Name & Title: _____

Account Codes for 1099 Reporting - By Category (TO BE COMPLETED BY AGENCY REPRESENTATIVE)

<input type="checkbox"/> 1 - RENTS 532110 Rent of Office Space 532120 Rent of Land 532130 Rent of Other Building Space 532140 Rent of Equipment and Machinery 532150 Rent of Telecommunications Equip 532160 Rent of Electronic Data Processing Equipment 532170 Rent of Electronic Data Processing Software 532190 Other Rents	<input type="checkbox"/> 2 - ROYALTIES 553170 Royalties	<input type="checkbox"/> 3 - PRIZES AND AWARDS 552140 Incentive Awards – Monetary & Material 552160 Incentive Payments – Oklahoma Horse Breeders & Owners 552170 Incentive Payments – Oklahoma Film Enhancement Rebate 553220 Indemnities, Restitution & Settlements
<input type="checkbox"/> 6 - MEDICAL & HEALTH CARE PAYMENTS 515530 Veterinary Services 515700 Offices of Physicians (except Mental Health Specialists) 515710 Offices of Physicians, Mental Health Specialists 515720 Offices of Dentists 515730 Offices of Chiropractors 515740 Offices of Optometrists 515750 Offices of Mental Health Practitioners (except Physicians) 515760 Offices of Physical, Occupational & Speech Therapists, & Audiologists 515770 Offices of Podiatrists 515780 Offices of all other Miscellaneous Health Practitioners 515790 Family Planning Centers 515800 Outpatient Mental Health & Substance Abuse Centers 515810 Other Outpatient Care Centers 515820 Medical and Diagnostic Laboratories	515830 Home Health Care Services 515840 Ambulance Services 515850 All other Ambulatory Health Care Services 515860 General Medical & Surgical Hospitals 515870 Psychiatric & Substance Abuse Hospitals 515880 Specialty Hospitals (except Psychiatric & Substance Abuse) 515890 Nursing Care Facilities 515900 Residential Mental Retardation Facilities 515910 Residential Mental Health & Substance Abuse Facilities 515920 Community Care Facilities for the Elderly 515930 Other Residential Care Facilities 537210 Laboratory Services & Supplies 551230 Medical Services to Indigent (from agencies other than DHS) 551240 Hospital Services to Indigents (from agencies other than DHS) 551250 Other Health Services to Indigents (from agencies other than DHS)	
<input type="checkbox"/> 7 - NON-EMPLOYEE COMPENSATION 515010 Office of Lawyers 515020 Offices of Notaries 515030 Other Legal Services 515060 Accounting, Tax Preparation, Bookkeeping & Payroll Services 515210 Payments for Contract Mentor Services 515220 Architectural Services 515230 Landscape Architectural Services 515240 Engineering Services 515250 Drafting Services 515260 Building Inspection Services 515270 Geophysical Surveying & Mapping Services 515280 Surveying and Mapping (except geophysical) Services 515290 Testing Laboratories 515300 Interior Design Services 515310 Industrial Design Services 515320 Graphic Design Services 515330 Other Specialized Design Services 515350 Custom Computer Programming Services 515360 Computer Systems Design Services 515370 Computer Facilities Management Services 515380 Other Computer Related Services 515400 Administrative Management & General Management Consult Services 515410 Human Resources & Executive Search Consulting Services 515420 Marketing Consulting Services 515430 Process, Physical Distribution, & Logistics Consulting Services 515440 Other Management Consulting Services 515450 Environmental Consulting Services 515460 Other Scientific & Technical Consulting Services 515470 Research & Development in the Physical, Engineering, & Life Sciences 515480 Research & Development in the Social Sciences & Humanities 515490 Advertising and Related Services 515500 Marketing Research & Public Opinion Polling 515510 Photographic Services 515520 Translation & Interpretation Services 515540 All other Professional, Scientific and Technical Services 515550 Management of Companies & Enterprises 515560 Office Administrative Services 515570 Employment Placement Services 515580 Business Support Services 515590 Document Preparation Services	515600 Telephone Call Centers 515610 Business Service Centers 515620 Collection Agencies 515630 Credit Bureaus 515640 Other Business Support Services 515650 Investigation & Security Services 515660 Educational Services 515940 Individual & Family Services 515950 Community Food, Housing & Emergency & Other Relief Services 515960 Vocational Rehabilitation Services 515970 Child Day Care Services 515980 Arts, Entertainment and Recreation 515990 Other Services (except Public Administration) 517110 Moving Expense – Employee Transfer 531150 Printing and Binding Contract 531160 Advertising 531170 Informational Services 531190 Exhibitions, Shows and Special Events 531220 Burial Charges 531330 Jury and Witness Fees 531500 Moving Expenses – General 533100 Maintenance & Repair – Other Items 533110 Maintenance & Repair of Buildings & Grounds (outside vendors) 533120 Maintenance & Repair- Equipment (outside vendors) 533130 Maintenance & Repair of Telephone Equipment (outside vendors) 533140 Maintenance & Repair of Data Processing Equipment (outside vendors) 533150 Maintenance & Repair of Data Processing Software (outside vendors) 533190 Maintenance & Repair – Employee Uniforms 545110 Land Improvements 546210 Buildings and Other Structures –Construction and Renovation 546220 Major Maintenance and Repair of Equipment 547110 Highway and Bridge Construction Expense-Contractual 547120 Maintenance and Repairs to Highways and Bridges 547210 Major Maintenance and Renovation –Bridges 552100 Stipends – Other 552120 Teacher Stipends (“Incentive” payments) 552130 Oklahoma Police Corps Stipends 553160 Legal Settlements Reportable to the IRS 554190 Voter Registration Services 561140 Pollution Remediation	
<input type="checkbox"/> 14 - GROSS PROCEEDS TO AN ATTORNEY 553180 Settlements – Paid To/Thru Attorney		